

RIPON COMMUNITY HOUSE TRUSTEES' REPORT - YEAR ENDED 31 MARCH 2021

We submit our annual report and financial statements for the year ended 31 March 2021.

Constitution

Ripon Community House Limited is a Company Limited by Guarantee, its constitution is governed by the Memorandum & Articles of Association

Risk management

The Trustees have overall responsibility for ensuring that the Charity has appropriate procedures in place to mitigate risks related to strategy, operations, finance or legal compliance. The Charity's current procedures include:

- A formal process for review, recording and management of risks
- An ongoing strategic plan and annual budgets against which actual results are reviewed throughout the year; and
- Internal controls and policies.

Principal activity and objectives

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

The principal activities of Ripon Community House Limited and the Charity's objectives are:- to promote, develop and support voluntary activity in the area of Ripon, Boroughbridge, Pateley Bridge and Masham.

Strategic objectives

We seek to ensure equal opportunity and access to services throughout this predominantly rural area.

Reserves policy

The policy of the Trustees is to build and maintain an appropriate level of free reserves since due regard needs to be given to the contingencies surrounding the Charity's operation, the organisation currently holds 6 months operating costs in reserve.

Activities this Year

This financial year included the full effect of the three lockdowns associated with the Covid pandemic. The lockdowns influenced the organisation ability to operate, prior to covid the organisation earned 95% of income through the hire of office space and room hire this was no longer an option during the

covid pandemic. In partnership with the local councils both Harrogate and North Yorkshire County Council Ripon Community House became a Community Support Organisation which acted as a trusted broker for services to the local community during the pandemic.

Ripon Community House also took over the running of the foodbank combining two foodbanks into one and operating it solely from August 2020 from the building. This service has been developed to offer additional universal support through the provision and redistribution of surplus food from local supermarkets on a pay as you feel basis. Ripon Community House also supported the NHS vaccine effort through the recruitment and management of volunteers at the local vaccine hub at ripon Racecourse.

We also saw a long-standing tenant move, Dementia Forward, out of the building due to internal operational changes. We are proud of the association with the organisation which grew from a small local charity to one that now covers the whole of North Yorkshire.

Much of the income earned during 2021 was earned through the receipt of grants from a variety of organisations this enabled the organisation to keep operating throughout the covid pandemic. The largest donation was received from the National Lottery which was instrumental in allowing the organisation to keep operating during the pandemic along with the support of North Yorkshire County Council.

The organisation has shown the ability to be resilient in the face on unprecedented change and the Board of Trustees is grateful to both Suzanne and Caroline for all their work supported by a team of volunteers during this period.

Information for Independent Examiner

So far as each of the directors is aware at the time the report is approved:

- There is no relevant information of which the independent examiner is unaware, and
- The directors have taken all the steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

In preparing this report the directors have taken advantage of the small companies' exemption provided by s415A of the Companies Act 2006.

This report was approved by the board on 30 March 2022 and signed on its behalf.

Stuart Martin

Chair of Board of Trustees

Financial Statements for the Year Ended 31st March 2021

Ripon Community House Limited

Registered Charity Number: 1098125

Limited Company by Guarantee Number: 4421338

Ripon Community House Limited

Contents of the Financial Statements for the Year Ended 31st March 2021

Page 3	Company Information
Page 4-5	Trustees' Report
Page 6	Independent Examiner's report
Page 7	Statement of Financial Activities
Page 8	Balance Sheet
Pages 9 -15	Notes to the accounts

Ripon Community House Limited

Company Information for the Year Ended 31st March 2021

Directors: Mr John Groves
Ms Sylvia Brierley
Mr Stuart Martin
Mr David Elsey
Ms Katie Sharman

Secretary: Mr John Groves

Registered Office: Community House
Sharow View
Allhallowgate
Ripon
North Yorkshire
HG4 1LE

Registered Number: 04421338

Independent Examiner: Mr T Jones FCCA
TP Jones and Co LLP
23 Victoria Avenue
Harrogate
North Yorkshire
HG1 5RD

Ripon Community House Ltd

Statement of financial activities for the year ended 31st March 2021

	Unrestricted funds £	Restricted income funds £	Total this year £	Total last year £
Incoming resources (Note 3)				
Incoming resources from generated funds				
Voluntary income	-	-	-	-
Activities for generating funds	60,372	-	60,372	98,212
Investment income	39	-	39	32
Incoming resources from charitable activities	89,586	-	89,586	9,600
Total incoming resources	149,997	-	149,997	107,844
Resources expended (Note 4)				
Costs of Generating Funds				
Fundraising trading costs	75,336	-	75,336	98,888
Charitable activities	-	-	-	-
Governance costs	520	-	520	-
Total resources expended	75,856	-	75,856	98,888
Net incoming/(outgoing) resources before transfers	74,141	-	74,141	8,956
Gross transfers between funds				
Net incoming/(outgoing) resources before other recognised gains/(losses)	74,141	-	74,141	8,956
Net movement in funds	74,141	-	74,141	8,956
Total funds brought forward	1,027,445	4,536	1,008,734	1,008,734
Total funds carried forward	1,101,586	4,536	1,082,875	1,031,981

Ripon Community House Ltd

Balance sheet as at 31st March 2021

		Year Ended 31st March 2021 £	Year Ended 31st March 2020 £
Fixed assets			
Tangible assets (Note 7)		1,116,523	1,117,100
Total fixed assets		1,116,523	1,117,100
Current assets			
Debtors (Note 8)		2,050	7,331
Cash at bank and in hand		131,558	35,713
Total current assets		133,608	43,044
Creditors: amounts falling due within one year (Note 9)		39,077	23,231
Net current assets/(liabilities)		94,531	19,813
Total assets less current liabilities		1,211,054	1,136,913
Creditors: amounts falling due after one year (Note 9)		104,932	104,932
Net assets		1,106,122	1,031,981
Funds of the Charity			
Unrestricted funds		1,086,586	1,012,445
Restricted income funds		4,536	4,536
Reserve fund		15,000	15,000
Total funds		1,106,122	1,031,981

For the year ending 31st March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to smaller companies.

- No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS 102 SORP.

The annual accounts were approved by the Board of Directors of Ripon Community House

on.....and signed on its behalf by:

Mr John Groves
Director of Ripon Community House Ltd

1) Company Status

The Company is Limited by guarantee; Every member undertakes to contribute £1 per member in event of winding up the company.

2) Accounting Policies

2.1) Accounting convention

The accounts have been prepared in accordance with the Companies Act 2006 and 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)' as amended for accounting periods commencing from 1st January 2016. The charity is a Public Benefit Entity as defined by FRS 102.

The accounts have been prepared under historical cost convention. The accounts present a true and fair view and no changes have been made to the principal accounting policies adopted below.

2.2) Going concern

At the time of approving the accounts, the Directors have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Directors continue to adopt the going concern basis of accounting in preparing the accounts.

2.3) Incoming resources

Incoming resources are recognised in the period in which they are received. Income is deferred only when the charity has to fulfil conditions before entitled to it or where the funder has specified that the income is to be expended in a future period.

2.4) Resources expended

All expenditure is included in the Statement of Financial Activities on an accruals basis. Resources expended are allocated directly to a particular activity where costs relate directly to that activity. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

2.5) Tangible fixed assets

Tangible fixed assets are stated at cost or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their residual value, over their expected useful lives on the following bases:

Fixtures & fittings 25% reducing balance
Office Equipment 25% reducing balance

2.6) Community House

The Charity does not depreciate freehold property as they consider it to have an indefinitely long life and an informal valuation of the land has resulted to date in there being no indication in the land becoming impaired.

2.7) Pensions

The company makes payments to employees' personal pension schemes and the pension charge included in the Statement of Financial Activities represents the amount payable to the schemes in respect of the period.

2.8) Taxation

As a registered charity the company benefits from rates relief and is generally exempt from Income Tax and Capital Gains Tax, but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates

Ripon Community House Ltd

Notes to the accounts for the Year Ended 31st March 2021 (cont)

Note 3

Analysis of incoming resources

		Year Ended 31st March 2021	Year Ended 31st March 2020
Analysis		£	£
Activities for generating funds	Food Bank Receipts	8,640	0
	Room Hire	4,826	50,971
	Rents	46,906	48,813
	Total	60,372	99,784
Investment income	Interest	39	31
	Total	39	31
Incoming resources from charitable activities	Grants & donations	89,426	2,457
	Service charges	160	4,030
	Total	89,586	6,487

Ripon Community House

Notes to the accounts for the Year Ended 31st March 2021

Note 4

Analysis of resources expended

		Year Ended 31st March 2021 £
	Analysis	
Fundraising trading costs	Salaries	37,287
	Office Costs	1,960
	Photocopying and Printing	361
	Service provision	1,111
	Communications	2,333
	Training	702
	Repairs and renewals	5,117
	Sundry	80
	Food bank costs	1,268
	Utilities	8,619
	Insurance	5,040
	Bank interest	0
	Loan Interest	7,044
	Bank charges	248
	Depreciation	4,167
	Total	75,336
Charitable activities	Salaries	0
	Volunteers	0
	Total	0
Governance costs	Payroll and audit	520
	Total	520



(cont)

|

**Year Ended
31st March
2020
£**

42,826
1,260
497
1,076
2,352
609
4,769
0
12,008
4,874
17
7,628
258
4,361
82,535
0
0
0
520
520

Ripon Community House Ltd

Notes to the accounts for the Year Ended 31st M

Note 5 Details of certain items of expenditure

5.1 Trustee expenses

Total amount paid

5.2 Fees for examination or audit of the accounts

Independent examiner's or auditors' fees for reporting on the accounts

Note 6 Paid employees

6.1 Staff Costs

Gross wages, salaries and benefits in kind
Pension costs

Total staff costs

6.2 Average number of employees in the year

Full time

Part time

Total



March 2021

This year	Last year
None	None
0	0

This year £	Last year £
520	520

This year £	Last year £
36,875	42,464
412	362
37,287	41,863

This year Number	Last year Number
0	0
4	4
4	4

Ripon Community House Ltd

Notes to the accounts for the Year Ended 31st March 2021

Note 7

Tangible fixed assets

7.1 Cost or valuation

	Freehold land & buildings £	Office equipment £	Motor vehicles £	Fixtures and fittings £
Balance brought forward	1,104,020	30,681		37,633
Additions	-	-	-	3,590
Revaluations				
Disposals				
Transfers				
Balance carried forward	1,104,020	30,681	-	41,223

7.2 Accumulated depreciation and impairment provisions

Basis		RB	RB	RB
Rate		25%	33%	25%

Balance brought forward	-	29,486		25,748
Depreciation charge for year	-	298		3,869
Impairment provisions	-			
Revaluations	-			
Disposals	-			
Transfers	-			
Balance carried forward	-	29,784	-	29,617

7.3 Net book value

Brought forward	1,104,020	1,195	-	11,885
Carried forward	1,104,020	897		11,606



(cont)

Total
£
1,172,334
3,590
1,175,924

|

55,234
4,167
-
-
-
-
59,401

1,117,100
1,116,523

Ripon Community House Ltd

Notes to the accounts for the Year Ended 31st March 2021 (cont)

Note 8 Debtors and prepayments

8.1 Analysis of debtors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	783	6,134		
Prepayments	1,225	1,197		
VAT	42	0		
Total	2,050	6,134		

Note 9 Creditors and accruals

9.1 Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade creditors	1,795	238		
Loans and overdrafts	7,093	16,804	104,932	104,932
VAT	0	2,825		
Accruals and deferred income	30,189	3,364		
Total	39,077	23,231	104,932	104,932

Ripon Community House Ltd
Trial Balance
As of March 31, 2021

	Debit	Credit	
6 Bank Current Account	123,909.57		
7 Charity Bank Deposit Account	7,648.35		
8 Other Income grants	0.00		
9 Debtors	783.00		
10 Prepayments	1,224.94		
11 Fixtures and Fittings Cost	41,223.15		1,116,523.22
12 Fixtures and Fittings Deprn To Date		29,616.72	
13 Freehold Property	1,104,020.00		
14 Office Equipment Cost	30,681.00		
15 Office Equipment Deprn To Date		29,784.21	
16 Creditors		1,794.77	
17 Accruals and Deferred Income		30,189.11	
18 VAT Control	41.53		
19 VAT Liability		0.00	
20 VAT Suspense		0.00	
21 Bank Loan		0.00	
22 Charity Bank Loan		112,025.31	
23 Opening Balance Equity		0.00	
24 Profit & Loss Account C/Fwd		23,249.37	
25 Reserves		1,008,731.61	
26 Reserves:Reserve		0.00	
27 Other Income:Donations Received		14,182.78	
28 Other Income:Food Bank Receipts		8,640.00	
29 Other Income:Grants		75,243.28	
30 Other Income:Interest Received		38.71	
31 Other Income:Miscellaneous Income		1.15	
32 Sales:Office Rent		46,904.98	
33 Sales:Room Hire		4,826.00	
34 Services Charges		160.00	149,996.90
35 Cost of sales:Food Bank Costs	435.24		
36 Cost of sales:Miscellaneous Expenses	833.00		
37 Computer Costs	1,057.75		
38 Finance costs:Bank Account Charges	247.77		
39 Finance costs:Mortgage Interest Charges	7,043.55		
40 Insurances	5,039.96		
41 Office/General Administrative Expenses	454.00		
42 Office/General Administrative Expenses:Computers & Software	370.98		
43 Office/General Administrative Expenses:Depreciation Fixtures & Fittings	3,868.81		
44 Office/General Administrative Expenses:Depreciation Office Equipment	298.93		
45 Office/General Administrative Expenses:Internet Charges	0.00		
46 Office/General Administrative Expenses:Mobile Phone Charges	474.11		
47 Office/General Administrative Expenses:Postage and Stationery	77.42		
48 Office/General Administrative Expenses:Printing	360.71		
49 Office/General Administrative Expenses:Refreshments	1.10		
50 Office/General Administrative Expenses:Telephone Costs	1,858.44		

51 Professional Fees:Accountancy	520.00		
52 Repair and maintenance:Cleaning & Service Provision	1,110.74		
53 Repair and maintenance:Elevator Maintenance	1,864.67		
54 Repair and maintenance:Fire Alarm Maintenance	531.82		
55 Repair and maintenance:Premises Expenses	1,446.71		
56 Repair and maintenance:Repair and Renewals	1,273.40		
57 Staff Costs:Pensions	412.26		
58 Staff Costs:Salaries	36,874.86		
59 Staff Costs:Staff Training	701.59		
60 Travel and Accommodation	62.47		
61 Travel and Accommodation:Fuel	16.68		
62 Utilities:Electricity	4,049.78		
63 Utilities:Gas	3,271.25		
64 Utilities:Water Rates	1,298.46		75,856.46
65 TOTAL	Err:514	Err:514	74,140.44
66			

Tuesday, Feb 22, 2022 04:02:07 pm GMT0

Independent examiner's report on the accounts

Report to the trustees/ members of

Ripon Community House Limited

On accounts for the year ended

31st March 2021

Charity no

1098125

Set out on pages

1-15

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- ☐ examine the accounts under section 145 of the Charities Act,
- ☐ to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- ☐ to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's
statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Name: Mr Tim Jones

**Relevant
professional
qualification(s) or
body (if any):**

FCCA

Address:

TP Jones and Co LLP, First Floor, 23 Victoria Avenue, Harrogate,
HG1 5RD